

**KENTUCKY BOARD OF LICENSURE FOR
LONG-TERM CARE ADMINISTRATORS
MINUTES
October 22, 2015**

A regular meeting of the Kentucky Board of Licensure for Long-Term Care Administrators was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, KY on October 22, 2015.

BOARD MEMBERS PRESENT

Greg Wells, Board Chair
Christopher Minnich, NHA, Vice Chair
Joseph Flatt
Kim Nall, NHA
Dr. Karen Skaff, RDH, Ph.D.
Barbara Lester, Citizen-at-Large
Craig Jennings, NHA
Sherry Culp – State Long-Term Care Ombudsman

Occupations and Professions Staff

Jennifer Hutcherson, Board Administrator
Gordon Slone, Executive Director

Others

Marcus Jones – Office of the Attorney General

BOARD MEMBERS ABSENT

Patrick Donahue
Dr. Muhammad Babar

CALL TO ORDER

Mr. Wells called the meeting to order at 10:04 a.m.

MINUTES

Ms. Nall made a motion to approve the minutes from the July 30, 2015 meeting as presented. The motion was seconded by Mr. Minnich, and carried unanimously.

FINANCIAL REPORT

The Board reviewed the financial report for July, August and September 2015, and the legal fees report for June, July and August 2015.

OCCUPATIONS AND PROFESSIONS REPORT

Mr. Slone spoke to the board about out of state travel, biennial budget submission and the renewal system.

BOARD COUNSEL REPORT

Mr. Jones reported that the CEU form update is not final yet. It was approved by ARRS. Mr. Jones also spoke to the board about NPDB reporting. Only final orders should be reported.

OLD BUSINESS

The annual NAB meeting will be held November 11-13 in Naples, Florida. Dr. Skaff will serve as the Kentucky delegate and report back to the board in January. NAB elections will be held in June 2016.

NEW BUSINESS

The board discussed allowing a late inactive renewal (past the grace period) for James Thomason. A motion was made by Ms. Nall to allow Mr. Thomason to renew his license on an inactive status. The motion, seconded by Mr. Flatt, carried.

The board discussed 2016 meeting dates. They were set as January 20, April 20, July 20 and October 19.

Ms. Nall made a motion for Mr. Wells to sign the engagement of representation letter from Mr. Jones. Mr. Minnich seconded the motion, and it carried.

COMPLAINTS COMMITTEE

The committee recommended dismissal of the following complaints:

- | | | |
|----------|----------|----------|
| • 15-008 | • 15-021 | • 15-029 |
| • 15-017 | • 15-024 | • 15-031 |
| • 15-020 | • 15-025 | • 15-033 |

Mr. Minnich made a motion to accept the complaint committee's recommendation. Mr. Jennings seconded the motion and it carried unanimously.

APPLICATIONS COMMITTEE

The application committee reviewed applications and made the following recommendations:

Initial Applications Approved:

- Angela Beatty
- Jeremy Bischoff
- Amy Durbin
- Deborah Evans
- Susan Griffith
- Timothy Johnson
- Shauna Stucker (approved pending signature on application)
- Michael Thompson
- Tammy York

Endorsement Applications Approved:

- Soheila Kheshti
- Amber Reilly
- Rachel Wirth

The application committee reviewed and made recommendations to approve the following audited renewal applications:

- Shelley Laneve
- Phebe McKay

Mr. Flatt made a motion to approve the application committee's recommendations. The motion, seconded by Mr. Minnich, carried.

CONTINUING EDUCATION COMMITTEE

The continuing education committee recommended approval for the following courses:

Application Submitted By	Program Title	Number of Hours Requested	Course Date
Proactive Medical Review & Consulting and Healthcare Therapy Services	Documentation to Support Skilled Rehab Services	6.0	Ongoing
Healthcare Therapy Services, Inc.	HTS Medicare Update 2015	6.0	9/17/15 and 9/24/15
Sysco Louisville, Inc.	Food for Thought Product Showcase & Education Seminars	3.0	9/23/15

Ms. Nall made a motion to accept the recommendation of the continuing education committee. The motion, seconded by Mr. Flatt carried.

NEXT MEETING

The next regularly scheduled board meeting of the Kentucky Board of Licensure for Long-Term Care Administrators will be held on Wednesday, January 20, 2016.

TRAVEL AND PER DIEM

Mr. Flatt made a motion to approve the Board's travel and per diem expenses for the October 22, 2015 meeting. Mr. Jennings seconded the motion, and the motion carried unanimously.

ADJOURNMENT

With no further business to discuss, Mr. Minnich made a motion to adjourn the meeting. The meeting was adjourned by Mr. Wells at 11:31 a.m.